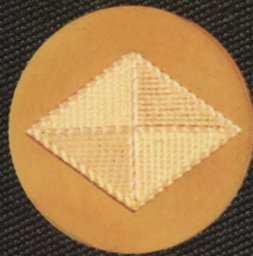
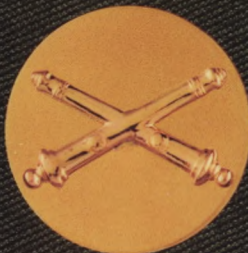


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# GUIDE FOR NEW RESERVISTS







# UNITED STATES ARMY RESERVE

## An Orientation Overview For the New Reservist

### CONGRATULATIONS AND WELCOME.

**Congratulations** on your decision to participate in the proud tradition of the citizen-soldier in America; to serve your country and your community, as you serve yourself.

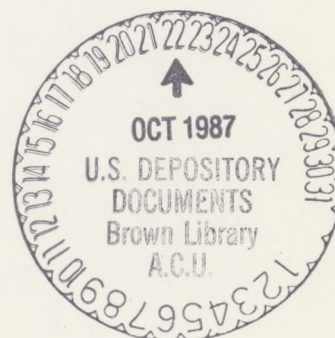
**Welcome** to the ranks of America's more than 1/2 million Reservists—men and women who, like you, have chosen to contribute to your country *both* as a trained and ready member of our defense force and as a productive member of our civilian society.

This packet introduces you to the Army Reserve. It explains Reserve policies and procedures, your commitment to the Reserve and its obligations to you. It describes the benefits of your Reserve membership to you and your family. It answers your questions and prepares you for Basic Training and for your return home to your unit as a citizen-soldier.

Because your responsibilities and rewards as an Army Reservist will affect your spouse, family, employer and friends, we urge you to share this information with them. We are confident that you, and they, will find it of interest and importance.

Belonging to the Army Reserve can be one of the most important and rewarding experiences of your life. For just 16 hours of service a month and at least two weeks training a year, after your Basic Training, you'll receive a steady extra income and valuable skill training. And you'll enjoy educational opportunities and assistance, as well as a wide range of benefits, including retirement income. You'll also receive the full support, assistance and encouragement of your officers and noncommissioned officers, to help make your Reserve time a successful and fulfilling experience.

And you'll learn and earn something more: leadership, responsibility, the respect of others, and a new kind of pride in yourself.





# THE ARMY RESERVE

## A PROUD PAST, A VITAL FUTURE.

The proud tradition of the citizen-soldier in America dates back over 200 years, when patriots left their forges, farms and families to take up arms in support of independence and a new nation.

Officially, the U.S. Army Reserve, America's largest military Reserve component, came into being in 1908 when Congress created the Medical Reserve Corps. Today, our nation's Army Reserve components number more than 939,000 patriotic men and women who live at home and have full-time civilian careers, yet supplement and strengthen our defense forces by serving as part-time soldiers.

The mission of the Army Reserve is to provide trained units and personnel to fulfill military mobilization requirements in the event of a national emergency.

## RESERVISTS CONTINUE TO ANSWER OUR COUNTRY'S CALL.

Since 1908, Army Reservists have been called to active duty for service in World War I, World War II, Korea, the Berlin Crisis of 1961, Vietnam, and a number of other emergencies.

During World War I, the newly organized Reserve responded with more than 160,000 members. More than 200,000 Reserve officers served in World War II.

Army Reservists in the Korean conflict received seven of the 27 Medals of Honor awarded and 10 percent of all top combat decorations.

In 1961, approximately 70,000 Army Reservists were called upon to help diffuse a powder keg situation in Berlin.

And in 1968, 5,000 Reservists answered the call to colors as a part of the nation's Vietnam buildup. Of the 45 company/detachment-size units called to duty, 35 served in Vietnam.

Army Reservists also volunteered their help in processing the surge of refugees who sought entry into the United States after the fall of South Vietnam in 1975, and those released from Cuba in 1980. Reservists also helped to restore order to Grenada in 1983.

## COMPONENTS OF THE ARMY RESERVE.

Virtually every branch of the Active Army has support counterparts in the three Army Reserve components:

**The Ready Reserve**, trained for mobilization, has approximately 3,500 combat, combat support, combat service support, and training units, with 250,000 men and women members. These members are all earning regular Reserve income and compiling retirement points.

In addition, the Ready Reserve includes approximately 260,000 people in the Individual Ready Reserve. Many of these Reservists do not have a unit assignment, but do have a remaining service or training obligation. They may serve as reinforcement personnel with Reserve units during Annual Training and are subject to call to fill a similar role in the event of a national mobilization. The remainder includes retirees and individuals without a service obligation.

**The Standby Reserve** consists of members who have fulfilled their Ready Reserve obligation. They do not receive regular pay and are not required to attend unit meetings or training exercises.

**The Retired Reserve** is composed of those Reservists who have completed 20 years or more of Active and/or Reserve service. They are either receiving regular retirement income or will do so upon reaching age 60.

Army Reserve units range in size from a two-member military history detachment to a 4,200-member infantry brigade. Almost every kind of military unit and military and civilian skill, trade and professional specialty is represented in the Army Reserve, from combat arms to cooking, medicine to meteorology, law enforcement to linguistics. Training is conducted at over 1,100 Reserve Centers, and at virtually all active Army installations.

## USE RESERVE SKILLS AS A CITIZEN AND SOLDIER.

The Army Reserve provides training in more than 350 skill specialties, and, in many instances, your civilian skill and experience can be applied to your Reserve assignment to facilitate promotion and greater income. Perhaps more important, almost half of the skills you can learn in the Army Reserve have direct civilian counterparts, so you can use your part-time Reserve skills to obtain a better full-time job and contribute to your civilian career advancement.



## WHY AMERICA NEEDS STRENGTH IN RESERVE.

The existence of the Army Reserve is important for three basic reasons:

- First, a strong and ready Reserve is perhaps America's, and the world's, greatest deterrent resource to prevent war and guarantee peace.
- Second, because the Reserve accounts for almost one-third of our total military force, it enables us to maintain the military strength and preparedness necessary to preserve our freedoms at a fraction of the cost to taxpayers of a similar standing Army.
- Third, it provides an opportunity for all Americans to enjoy the many rewards of service to their country without seriously disrupting their lives and civilian careers.

## A COMMITMENT TO BE PROUD OF.

As an Army Reservist, you're committed to serving your country. Part of this commitment requires you to complete an 8-year service obligation, if you enlisted on or after June 1, 1984. This applies to both Army Reserve and Regular Army soliders.

In the Army Reserve, you will be assigned to a Troop Program Unit (TPU). Later, you may be reassigned to the Individual Ready Reserve (IRR). Regular Army soldiers who complete a period of active duty of less than eight years can join a TPU or go into the IRR.

There are a variety of other ways to fulfill your eight-year obligation. Consult your Retention NCO for more information.

## RESERVE RESPONSIBILITIES: YOURS AND OURS.

The transition from civilian to soldier is not an easy one. But, as with everything else in life, you'll find that the rewards and satisfactions of Reserve service will be directly proportionate to the effort and enthusiasm you invest.

You'll find, too, that following your Basic Training, your return to civilian life and citizen-soldier status will be a relatively easy and rewarding transition.

Perhaps the most important single responsibility of the Reserve is to make *both* of these transitions as painless and productive as possible for you.

## TO THIS END, THE RESERVE, ITS OFFICERS AND NCO'S ARE RESPONSIBLE TO YOU FOR:

- Leadership and loyalty; fair, just and honest treatment.
- Consideration for you as a professional soldier and mature individual.
- The training required to enable you to perform your Reserve assignments competently and confidently.
- Your welfare during scheduled training assemblies and Annual Training.
- Medical examinations and immunizations.
- Issuance of authorized and appropriate clothing, equipment and weapons.
- Providing appropriate meals during scheduled training periods and assemblies.
- Assurance of proper pay and allowances.
- Recognition for good work and opportunity for advancement.
- Informing you of scheduled training dates and periods.
- In the event of injury during training, providing proper medical treatment and follow-up.
- Providing answers to any responsible questions about your Reserve membership.
- Issuance of appropriate Reserve identification.
- Reserve benefits including:
  - Pay and Bonuses
  - Continuing educational opportunities and skill training
  - Low-Cost Life Insurance
  - PX and Commissary privileges\*
  - Post recreational facilities\*
  - Officers' and NCO Clubs\*
  - Space-available air travel
  - Retirement pay and benefits
  - Survivor Benefit plans
  - Legal aid
  - Protection in your civilian job (when it is necessary to be away for training)
  - Federal and Veterans' Administration Benefits
  - Community Services Offices

\* See details in the benefits brochure available from your Army Reserve unit or your recruiter.



## IN RETURN, YOUR RESPONSIBILITIES TO THE ARMY RESERVE INCLUDE:

- Loyalty, respect and a cooperative attitude toward your unit, officers, NCOs and fellow Reservists.
- The successful completion of Basic and Advanced Training (see page 22).
- Attendance at all scheduled Training Assemblies.

Members of Reserve units attend 48 four-hour training assemblies each year. Assemblies usually occupy one weekend a month, and each counts as four training assemblies (and four points toward retirement benefits).

- Attendance at Annual Training (Summer Camp).

Reserve units spend about two weeks each year conducting intensive training on Active Duty.

- Satisfactory performance during training assemblies and annual training.
- Proper care and maintenance of issued uniforms, weapons and equipment.
- Proper personal appearance (including haircut).
- Proper wearing of uniforms and insignia.
- Staying in good physical condition.
- Observance of proper military disciplines, customs and courtesies.
- Informing employer of absences for training (see sample letter page 22).
- Adherence to the specific policies of your unit.
- Attention to all official correspondence and prompt reply when required.
- Notifying your unit of any changes that may affect your Reserve participation or status, such as:
  - Change of address or phone number
  - Geographic relocation
  - Illness or injury
  - Change of employment
  - Employment, overtime or work schedule conflicts
  - Marital or family status

... and bearing in mind that perhaps *your primary responsibility as a Reservist is to yourself and those who count on you to perform your assigned duties and responsibilities to the best of your ability.*

As the preceding list indicates, most of your obligations to the Reserve are simply those of loyalty, courtesy, application, and respect for yourself and your fellow Reservists.

## IN ADDITION, THE REQUIREMENTS FOR FULFILLING THESE RESPONSIBILITIES ARE EQUALLY SIMPLE, LOGICAL AND STRAIGHTFORWARD.

### Attendance

Reservists are required to complete Basic Training (8 weeks) and Advanced Individual Training (8 to 12 weeks or longer, depending on your specialty) unless excused by proper authority.

While Basic Training is rough, rugged, and demanding of both mind and muscle, you won't be asked to do the impossible—and most Reservists agree that the pride and satisfaction you earn, as well as the skills you learn, are well worth the effort.

Reservists are required to attend the unit's Annual Training period each year unless excused by proper authority.

Training dates are normally available well in advance. Reservists are responsible for notifying their employers as early as possible.

Reservists are required to attend all scheduled training assemblies (48 four-hour assemblies per year, usually held one weekend a month) unless excused by proper authority.

Your unit will provide a schedule of drill dates when you complete your initial in-processing with the unit.

Most Reservists also look forward to their monthly assemblies—to sharpen their skills, keep physically fit, renew old friendships and make new ones.

### Excused Absences

Naturally, there are occasions such as illness, injury or some other circumstance beyond your control, when it might be necessary to be absent from a scheduled assembly.

In this event, an excused absence may be granted only by the unit commander, and a make-up assembly can usually be scheduled. The Reservist must notify his or her supervisor of this absence and excuse.

Employment conflicts, overtime, and loss of income are not normally considered valid reasons for absence from training. Hardship cases which result from these, however, should be brought to the attention of the commander.

### Unexcused Absences

A Reservist who, without proper authority, fails to attend a scheduled training assembly will be charged with an unexcused absence. However, the unit commander may grant exceptions to unexcused absences after considering the individual's record and performance. Army regulations require transfer of the member to the IRR when the member accumulates nine UAs (Unexcused Absences) in a one-year period. An unexcused absence remains on your record for one year.

### Appearance

The Reservist's appearance requirements can best be summed up in two words: "Look Proud!"

Every member of the Army Reserve is expected to maintain a professional military appearance and conform to Army regulations when on duty. And to wear the uniform with the respect its heritage deserves whenever or wherever worn. The uniform must always be neat and clean.

Men's hair should be neatly trimmed. Women's should be worn in a simple style no longer than uniform collar length. (Appropriate wigs are permitted except during Basic Training.)



## WEIGHT FOR HEIGHT TABLE (Screening Table Weight)

HEIGHT IN INCHES	MALE					FEMALE				
	AGE	17-20	21-27	28-39	40+	AGE	17-20	21-27	28-39	40+
58	—	—	—	—	—	109	112	115	119	123
59	—	—	—	—	—	113	116	119	123	127
60	132	136	139	141	146	116	120	123	127	131
61	136	140	144	148	150	120	124	127	131	137
62	141	144	148	153	155	125	129	132	137	141
63	145	149	153	158	160	129	133	137	141	145
64	150	154	158	163	165	133	137	141	145	149
65	155	159	163	168	170	137	141	145	149	154
66	160	163	168	174	176	141	145	149	154	159
67	165	169	174	179	181	145	149	154	159	164
68	170	174	179	184	186	150	154	158	163	168
69	175	179	184	189	192	154	158	163	168	173
70	180	185	189	194	197	159	163	167	172	177
71	185	189	194	200	203	163	167	172	177	183
72	190	195	200	205	208	167	172	177	182	188
73	195	200	206	211	214	172	177	183	189	194
74	201	206	212	217	220	178	183	188	194	200
75	206	212	217	223	226	183	189	194	200	206
76	212	217	223	229	232	189	194	199	205	211
77	218	223	229	235	238	193	199	204	210	216
78	223	229	235	241	244	198	204	209	215	222
79	229	235	241	247	250	203	209	214	220	227
80	234	240	247	250		208	214	220	227	

Note: Height and weight data do not include allowance for shoes and other clothing.

Pride in your appearance also involves physical fitness and weight control. The above weight tables for men and women should serve as a guide.

While the specifics of the proper uniform and insignia are covered in a separate section (see pages 10-21), if you ask yourself this question every time you put on your uniform, you can't go wrong—

"Am I wearing this uniform in a manner befitting its history, and the heritage and sacrifice of those before me?"

### Courtesy

While the importance and specifics of military courtesy will be a part of the curriculum of your Basic Training, all rules of military courtesy simply stem from according officers and non-commissioned officers the respect due their rank and responsibility. These people are in leadership positions, and you work for them.

You will soon find that the principles of courtesy and respect, which become "second nature" to you as a Reservist, will also serve you well and enhance your own pride and respect in your civilian pursuits and relationships.

### Property and Equipment

As an Army Reservist, you will be issued clothing, weapon(s), field equipment, and the equipment and materials appropriate to your specialty. These materials must be properly maintained, kept clean and in good repair.

If you leave the unit, you are accountable for what belongs to the unit, and all property not lost, expended, or destroyed in the line of duty must be returned or paid for.

Your responsibility for this equipment is not only to the Army, but to yourself. It could save your life.

### Taxes

Like the earnings from your full-time civilian job, your income as a part-time soldier is also subject to federal and state income taxes. A W-2 form will be issued at the end of each year and must be reported and included with your wage statements on your tax return.

### Spouse and Family

As a citizen-soldier devoting time for unit assemblies, annual training, and perhaps additional time to continuing education and other Reserve activities, the Reservist also has an obligation to his or her family. Keep them informed about your Reserve activities, achievements and training, and allow them to share your pride and enthusiasm—as well as the many benefits to the Reservist's family.

### Employer

An information booklet, directed toward your employer, is available from your unit or your recruiter. It explains not only his benefits, but his obligations as the employer of a member of the Army Reserve, because the relationship between you and your Reserve unit, as well as your satisfaction in Reserve service, can be importantly affected by his attitude.

You can help by:

Keeping your employer posted on drill and duty dates. Do this as far in advance as possible, allowing plenty of time to schedule a replacement if necessary.

Tell your employer about the productive things you are learning and doing in the Reserve. When you return from a weekend drill or Annual Training, talk about the real accomplishments of your unit.

Thank your boss for his cooperation. Let him know you appreciate his support in arranging schedules to fit your military duty. Assure him that your unit and commander are grateful also.

Use your training on the job. The armed forces maintain some of the best technical schools in the world, and you probably graduated from one of them. Let your boss know you're taking advantage of every opportunity to use and improve your skills on the job. The leadership and management skills you acquire in uniform are valuable, too, and can lead to a better job and higher pay in your civilian occupation.

Urge your employer to learn about and join the National Committee for Employer Support of the Guard and Reserve. Details are included in the Employer's booklet in this packet.



# THE ARMY WAY

At some point during training, almost every person, when confused or corrected, expresses the opinion that there are two ways to do everything—the right way and the Army way.

As your training progresses, however, you will come to realize that the Army way is usually the *right* way—tested, tried, proved and the most efficient, effective and practical way—for the Army and the Army Reservist.

Perhaps the best way to begin to understand “the Army way” is to learn to understand and speak its language. For example:

- A bathroom or restroom is a “latrine.”
- Camping out is called “bivouac.”
- And in Army slang, “GI” can mean Government Issue, an inflexible attitude, or a particularly discomfiting stomach disorder.

The new Reservist might start by reviewing the following glossary of Army and Reserve abbreviations and terms.

## GLOSSARY OF COMMON ABBREVIATIONS AND TERMS.

- **AGR—Active Guard Reserve**—A personnel management program which qualifies Army Reserve (and Army National Guard) members to serve on full-time active duty in support of Reserve component missions. AGR members serve at unit level and on staffs of those Army commands that have significant Reserve-related missions.
- **AIT—Advanced Individual Training**—Provides instruction in a skill required for a particular MOS.
- **ARCOM—Army Reserve Command**—A geographic command whose peacetime subordinate units have separate unit-level mobilization missions. An ARCOM is commanded by a major general.
- **ARPERCEN—Army Reserve Personnel Center**—located in St. Louis, MO. Processes all Army personnel records.
- **AST—Administrative Supply Technician**—A full-time unit member responsible for numerous day-to-day tasks in supply/office administration in the unit.
- **BDE—Brigade**—A headquarters usually commanded by a colonel and controlling from three to five battalions. There are normally three brigades in a division.
- **BN—Battalion**—500 to 1,000 people, commanded by a lieutenant colonel. There are many types of battalions: Armor, Infantry, Artillery, Maintenance, Medical, Engineer, Signal, Supply, Transport, and many others.
- **BT—Basic Training**—provides nonprior service personnel instruction in basic skills common to all soldiers.
- **CEN—Center**—Usually a reference to an Army Reserve Center.
- **CO—Commanding Officer**—An officer in command of any military unit. The commanding officer is solely responsible for the readiness of the unit and the well-being of the officers and enlisted personnel assigned to it.
- **DA—Department of the Army**
- **DIV—Division**—A unit usually made up of 3-4 brigades and commanded by a major general.
- **GOCOM—General Officer Command**—A Reserve unit commanded by a general officer. A functional command, most of whose peacetime subordinate units would mobilize with the command and would support the command's mobilization mission.
- **IADT—Initial Active Duty Training**—Consists of Basic Training (BT) and Advanced Individual Training (AIT) or One-Station Unit Training (OSUT).
- **K.P.—Kitchen Police**—The task of cleaning up the kitchen and other tasks related to the kitchen and/or dining facility.
- **Liaison NCO**—Individual located at training installations to assist Reservists during Basic or AIT
- **Leave**—Time off from Army or Reserve Service. Also covers an absence due to illness, to settle private affairs, or for compassionate reasons.
- **MEPS—Military Enlistment Processing Station.**
- **Mess**—Something to do with an Army meal or dining facility.
- **MOSC (MOS)—Military Occupational Specialty Code**—The Army designation for a given military occupation specialty.
- **MTA—MUSARC Transfer Agent**—The individual who helps you find a new Reserve unit when you move.
- **MUSARC—Major United States Army Reserve Command**—A large Army Reserve organization of brigade size, or an Army Reserve Command.
- **NCO—Noncommissioned Officer**—Including grades from E-4 (Corporal) to E-9 (Command Sergeant Major).
- **OCS—Officer Candidate School**
- **OSUT—One-Station Unit Training**—Entry-level training in which elements of Basic Training and Advanced Individual Training are provided under one cadre (group of instructors) throughout the total period of training. In OSUT, BT and AIT can be provided either simultaneously, or in two distinct phases.
- **PLT—Platoon**—A subordinate unit of a company.
- **Police Up**—To clean up.
- **Post**—A place of duty, an Army installation.
- **PX—Post Exchange**—A retail store operated by the Army/Air Force exchanges, which include shopping centers, general merchandise stores, food and beverage and other specialty outlets. Brand-name merchandise is usually available for prices that are lower than can be found in civilian stores.
- **SADT—Special Active Duty Tour**
- **Top—The Top Sergeant**—The first sergeant of a company, troop, or battery. He is the highest ranking sergeant in the company, and direct right-hand man of the company commander. He is also called just “The Top.”
- **TPU—Troop Program Unit**
- **TR—Transportation Request**—A government document used to procure transportation tickets.
- **USAR—United States Army Reserve**
- **VA—Veterans Administration**
- **201 File**—Personnel record maintained on every soldier.



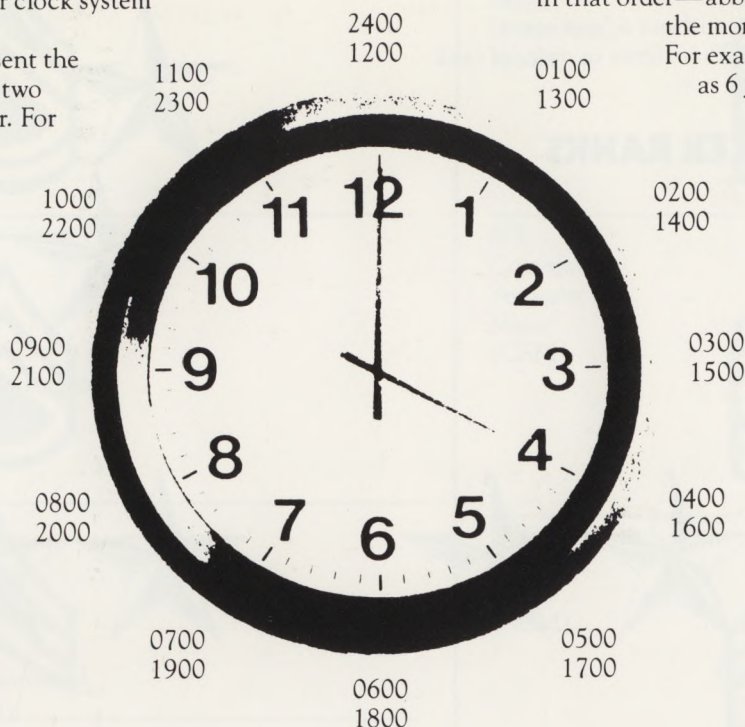
## ARMY TIME

Because soldiering is often a 24-hour-a-day job, military time is expressed using 24 hours, in groups of four digits ranging from 0001 (one minute after midnight) to 2400 (midnight), based on the 24-hour clock system shown below.

The first two numbers represent the hours after midnight and the last two numbers the minutes of each hour. For

example, noon is 1200 hours; 9:30 a.m. is 0930; and 10:15 p.m. becomes 2215 hours, Army time.

Military dates are expressed by day, month and year, in that order—abbreviated to the first three letters of the month and last two digits of the year. For example: June 6th, 1986 is expressed as 6 Jun 86.



## THE ARMY ABC'S

Good communication is important to any organization; to the Army, the need is vital. Here any message that isn't understood correctly can have critical consequences. When you're monitoring a crackling radio transmission, you can't think twice about whether that was "C Company" or "G Company"

you heard, "Coordinate D" or "Coordinate E." With Charlie and Golf, Delta and Echo, you won't have any doubt.

There are several versions of the phonetic alphabet. This is the approved Army version.

**A B C D E F G H I J**

Alpha Bravo Charlie Delta Echo Foxtrot Golf Hotel India Juliet

**K L M N O P Q R S**

Kilo Lima Mike November Oscar Papa Quebec Romeo Sierra

**T U V W X Y Z**

Tango Uniform Victor Whiskey X-Ray Yankee Zulu

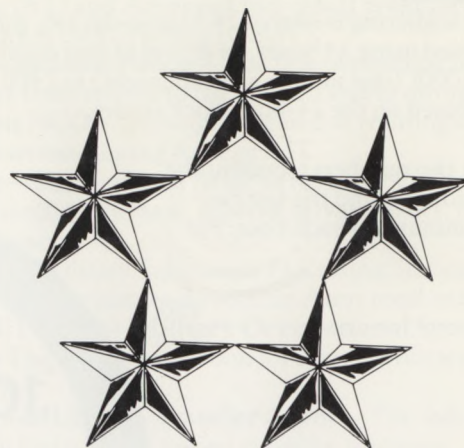


## ARMY RANKS AND GRADES

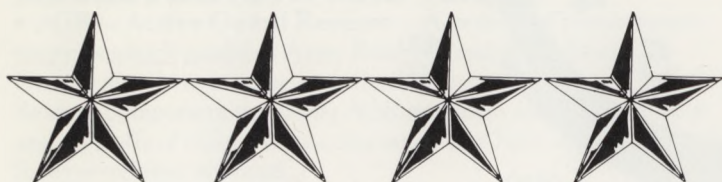
Perhaps the most important thing the Reserve soldier must learn first is the identification of officers and noncommissioned officers.

And if you can't tell the officers without a "scorecard," here's one showing officer's and NCO's insignia in order of rank and grade that's easy to understand.

### COMMISSIONED OFFICER RANKS



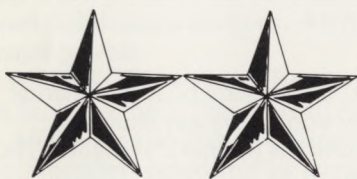
General of the Army  
(GA)



General  
(GEN)



Lieutenant General  
(LTG)



Major General  
(MG)



Brigadier General  
(BG)



Colonel  
(COL)



Lieutenant Colonel  
silver  
(LTC)



Major  
gold  
(MAJ)



Captain  
(CPT)



1st Lieutenant  
silver  
(1LT)



2nd Lieutenant  
gold  
(2LT)

### WARRANT OFFICER RANKS



Chief Warrant Officer  
(CW4)  
silver with black  
bars



Chief Warrant Officer  
(CW3)  
silver with black  
bars



Warrant Officer  
(WO2)  
silver with black  
bars



Warrant Officer  
(WO1)  
silver with black  
bar



## ENLISTED GRADES

E-7  
Sergeant First  
Class  
(SFC)



E-6  
Staff  
Sergeant  
(SSG)



E-5  
Sergeant  
(SGT)



E-4  
Corporal  
(CPL)



Specialist 4  
(SP4)



E-3  
Private  
1st Class  
(PFC)



E-2  
Private 2  
(PV2)



E-1  
Private 1  
(PV1)

E-9  
Sergeant  
Major  
of the Army  
(SMA)



E-9  
Command  
Sergeant  
Major  
(CSM)



E-9  
Sergeant  
Major  
(SGM)



E-8  
First  
Sergeant  
(1SG)



E-8  
Master  
Sergeant  
(MSG)



Remember that commissioned officers and warrant officers wear their insignia of rank on their dress and/or service uniform, shoulder loops, and the shirt collars of fatigue, field, utility and work uniforms, as well as on garrison caps, work or utility headgear, and helmets/helmet liners.

Noncommissioned officers and specialists wear their insignia of grade on all dress, service, fatigue, field, utility and work uniforms and, in certain instances, on uniform shirt collars. Noncommissioned officers may also wear grade insignia on helmets/helmet liners, service, utility, and work headgear. NCO insignia are chevrons ("stripes") with the point directed upward; specialist insignia are worn with the point directed down.



## BADGES AND TABS

In the Army, when you're good, everybody knows it. Badges and tabs are awarded to recognize outstand-

ing proficiency or accomplishment in certain military skills.

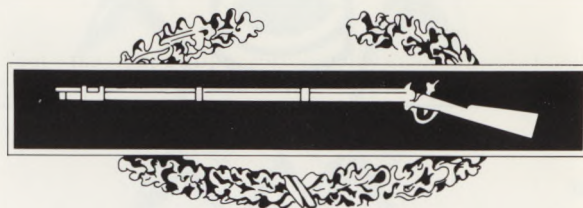
### Infantryman Badges

To earn the Expert Infantryman Badge, you have to pass a battery of tests that are both physically and mentally

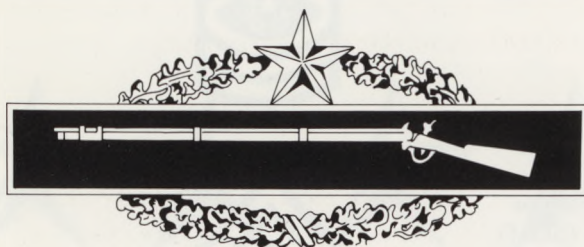
challenging. The wreath means the badge was earned in combat.



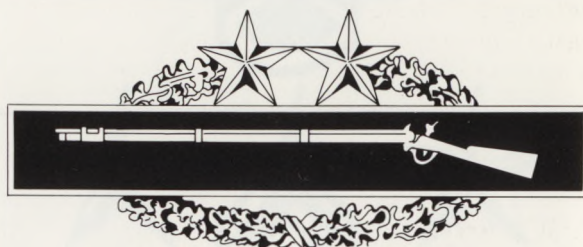
Expert Infantryman Badge



Combat Infantryman Badge, First Award



Combat Infantryman Badge, Second Award



Combat Infantryman Badge, Third Award

### Medical Badges

These are awarded to members of the Army medical team who demonstrate outstanding ability and proven

skill in the field. Again, the wreath signifies the badge was earned in combat.



Expert Field Medical Badge



Combat Medical Badge,  
First Award



Combat Medical Badge,  
Second Award

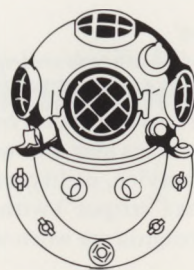


Combat Medical Badge,  
Third Award

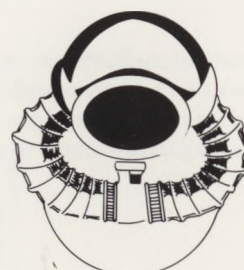
### Diver's Badge

To become a diver in the Army, you need an athlete's conditioning and reflexes. To earn distinction as a diver is

to earn a special kind of respect. As you progress in proficiency, your badge will show it.



Salvage Diver



Scuba Diver



---

### Special Skill Badges

The soldier who wears the Air Assault Badge has a special point of view about helicopters. You'd develop the same attitude, too, if you'd mastered the art of rappelling from a hovering helicopter. Pathfinders are the soldiers who

arrive on the scene first, to establish drop zones and landing zones for airborne and airmobile operations. That explains their motto, "First in, last out."



Air Assault Badge



Pathfinder Badge

---

### Parachutist Badges

When you graduate from airborne school, you don't get a diploma—you get jump wings. (As you might guess, it's no ordinary school. The final exam is given at

1,250 feet.) To earn the Senior Parachutist Badge, you need at least 30 jumps under your belt; for master, at least 65 jumps.



Parachutist



Senior Parachutist



Master Parachutist

---

### Aviation Badges

With over 8,600 aircraft, the Army has the country's largest flying fleet. These are the insignia of the people who

keep us in the air. Enlisted grades can earn Crewman badges; Aviator badges are worn by officers and warrant officers.



Aircraft Crewman



Senior Aircraft Crewman



Master Aircraft Crewman



Army Aviator



Senior Army Aviator



Master Army Aviator

---

### Explosive Ordnance Disposal Badges

When you deal with explosives, you need a cool head and a steady hand. In a field where normal means

hazardous conditions, you respect the soldier wearing one of these. Skill is only one requirement.



Explosive Ordnance Disposal



Senior Explosive Ordnance Disposal



Master Explosive Ordnance Disposal

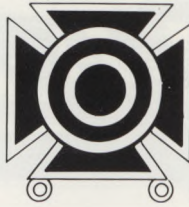


## Marksmanship

The medals signify the degree of skill: marksman, sharpshooter or expert. The clasps signify the weapon. You can shoot for a badge in everything from a pistol to a tank-



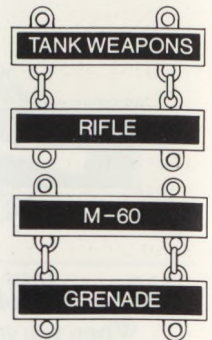
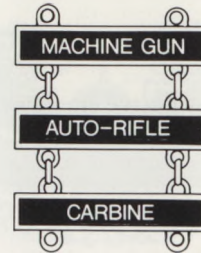
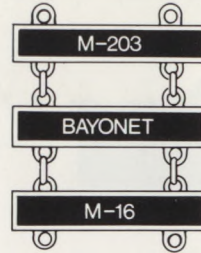
Marksman



Sharpshooter



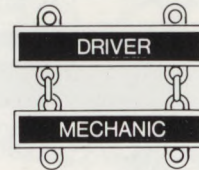
Expert



Marksman qualification clasps

## Driver and Mechanic Badges

The Army moves on wheels—from sedans and jeeps to pick-ups, semis, buses, and tractor-trailers. These badges are awarded to the soldiers who demonstrate a high degree of skill in operating or maintaining them.



## Tabs

**RANGERS.** Earning a Ranger tab is a proud accomplishment. And it doesn't come easily. First, you have to qualify for Ranger School. Then, you have to complete some of the toughest training the Army has to offer.

Measure up, and you'll receive the distinctive tab that says you're a one-of-a-kind soldier. You're a Ranger.

**SPECIAL FORCES.** It takes a special kind of person to earn the right to wear the tab of Special Forces.

Someone who is eager for challenge and hungry for responsibility. Someone who doesn't think courage, pride, honor and integrity are simply words, but a code by which to live.

If you're that kind of person, the Special Forces tab might be tailor-made for you. (And you can wear your Special Forces or Ranger tab throughout your Army career.)

**AIRBORNE.** Do you have what it takes to step up to the door of a flying aircraft, look down at the drop zone, jump 1,250 feet and land safely on the ground—ready to fight?

If you've got the spirit for this kind of challenge, you're the right person for Airborne.

Being airborne-qualified can enhance any soldier's career. And if you choose to serve in an Airborne unit, you can wear the distinctive tab every day you're there.

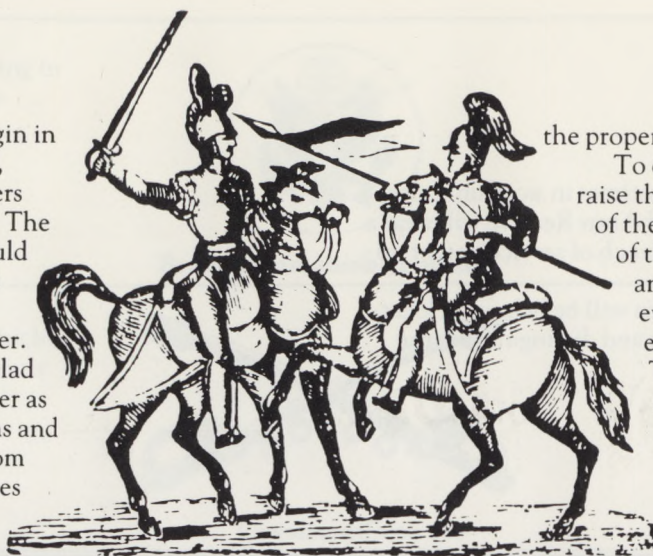




## THE SALUTE: CHIVALRY STILL LIVES

The salute you'll learn had its origin in another time; a time when kings ruled, knights wore armor and courtly manners flourished. It was the Age of Chivalry. The etiquette of the day dictated that, should two friendly knights meet, each would raise the visor of his helmet, show his face and pay proper respects to the other. (Since both knights were completely clad in steel, they could recognize each other as friend or foe by the distinctive emblems and devices on their armor—another custom that still lives; see the command patches shown on the cover of this book.) Etiquette also decreed that the knights salute with their right hands. The right hand was the sword hand; raising it was a sign of trust.

Even after modern firearms had made steel armor a thing of the past, the knightly gesture of raising the right hand continued to be recognized as



the proper greeting between soldiers.

To execute the hand salute correctly, raise the right hand smartly until the tip of the forefinger touches the lower part of the headdress or forehead above and slightly to the right of the right eye. The fingers and thumb are extended and joined palm down. The outer edge of the hand is barely slanted downward so that neither the palm nor the back of the hand is visible from the front. The upper arm is horizontal with the elbow inclined slightly forward and the wrist straight. At the same

time turn the head toward the person saluted.

The military salute is today, as it always seems to have been, a unique form of exchange of greeting between military personnel; one that conveys pride, recognition and the utmost respect.



## THE BUGLE: THE ARMY'S ALARM CLOCK

General Washington and his troops would recognize some bugle calls in use in the Army today. They go back to the earliest days of the Army. So, too, would the chivalrous knights in armor. The familiar wake-up call, Reveille, dates from the Crusades. The Crusaders, in fact, were responsible for establishing music as an important part of both combat and military ceremony. (After experiencing first-hand the terrifying music used by the Saracens, the Crusaders adopted the enemy's captured instruments as their own.)

The Army's bugle calls were not standardized until after the Civil War. Until then, each branch, each company, used its own calls. You can imagine the chaos and confusion when several units fought together.

From First Call in the morning until Lights Out at night, the bugle calls you'll hear on post are prerecorded and played over loudspeakers. Whether over a large area or above the din of battle, the purpose remains the same—effective communication.



## ARMY BRANCHES

When in dress uniform (and sometimes in work uniforms), every member of the Active Army and Army Reserve will wear a lapel insignia identifying his or her branch of service and/or primary MOS, as shown below.

Proper recognition of this insignia will be helpful in locating assistance, establishing friendship and distinguishing the Chaplain from the Provost Marshal.

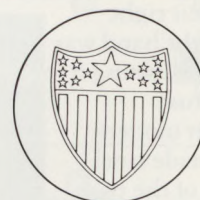
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### Adjutant General Corps

Charged with a variety of administrative duties, including records management, publications, office information systems and field printing. They also provide unit personnel services.



Adjutant General Corps, officer.

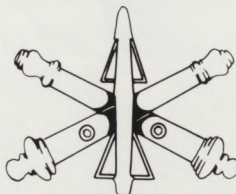


Adjutant General Corps, enlisted.

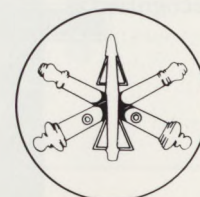
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### Air Defense Artillery

Charged with provision of protective air defense over the battlefield.



Air Defense Artillery, officer.

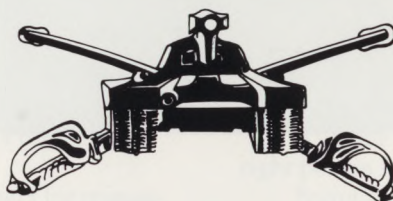


Air Defense Artillery, enlisted.

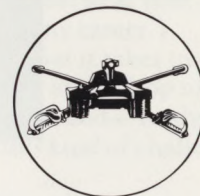
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### Armor

Responsible for the development and conduct of mobile warfare.



Armor, officer.



Armor, enlisted.

---

### Army Medical Specialist Corps

The component of the Army Medical Department that provides dietary, physical therapy and occupational therapy services.

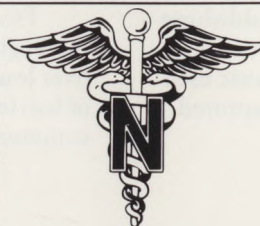


Army Medical Specialist Corps, officer.

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### Army Nurse Corps

The component of the Army Medical Department that provides nursing services.



Army Nurse Corps, officer.

---

### Aviation

Incorporates all Army aviation assets, except Medical Service Corps aviation.



Aviation, officer.



Aviation, enlisted.



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### Branch Immaterial

A designation for enlisted personnel serving in a military skill that is not included in any branch.

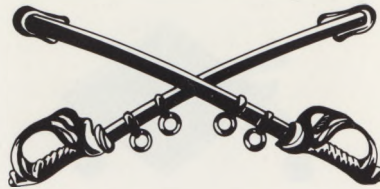


Branch Immaterial, enlisted.

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### Cavalry

A subcomponent of the Armor Branch which employs less heavily armored vehicles, mainly in screening and reconnaissance roles.



Cavalry, officer.

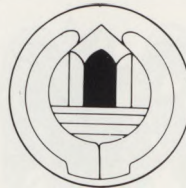


Cavalry, enlisted.

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### Chapel Activities Specialist

A designation for those enlisted personnel who assist Chaplains in the performance of their duties.



Chapel Activities Specialist

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### Chaplain Corps

Provides religious services, education and counseling for the American soldier, the dependent family and authorized civilians in a military environment.



Chaplain, Christian faith.



Chaplain, Jewish faith.

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### Chemical Corps

Concerned with the chemical, radiological and biological protection not only of the Army but also the Navy, Air Force and Marine Corps. The Chemical Corps also works closely with civil defense authorities and other elements of the United States Government.



Chemical Corps, officer.



Chemical Corps, enlisted.

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### Civil Affairs

A Reserve component designation for those personnel assigned to provide a liaison between military and civilian authorities in areas of military operations.



Civil Affairs, officer.



Civil Affairs, enlisted.

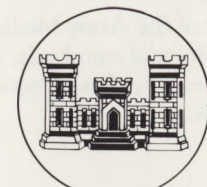
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### Corps of Engineers

Responsible for the construction, maintenance and repair of facilities and fortifications, and the breaching of enemy fortifications. The Corps of Engineers is also responsible for navigational and harbor improvements.



Corps of Engineers, officer.



Corps of Engineers, enlisted.

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### Dental Corps

The component of the Army Medical Team Department that provides dental services.



Dental Corps , officer.

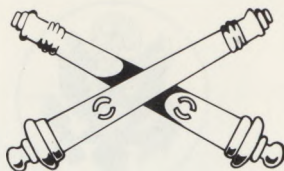
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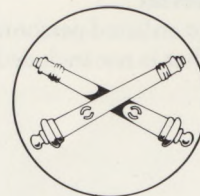
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**Field Artillery**

Responsible for employing both cannon and missile fire on the battlefield.



Field Artillery, officer.

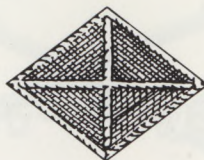


Field Artillery, enlisted.

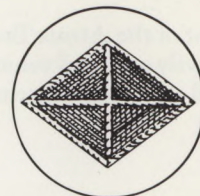
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**Finance Corps**

Responsible for accounting, disbursing, administration and auditing of Army funds.



Finance Corps, officer.



Finance Corps, enlisted.

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**General Staff**

A designation for those officers serving on a General Staff.

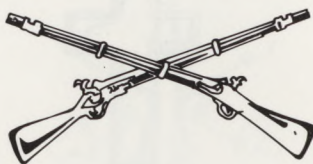


General Staff, officer.

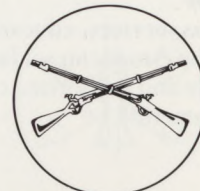
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**Infantry**

Employs foot soldiers in both mechanized and dismounted roles.



Infantry, officer.



Infantry, enlisted.

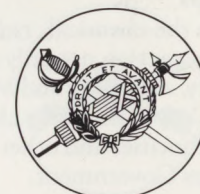
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**Inspector General**

A designation for those personnel assigned responsibility for inquiring into the performance of mission and state of readiness, economy, efficiency, discipline and morale of a command. The Inspector General Office also administers the IG complaints system.



Inspector General, officer.



Inspector General, enlisted.

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**Judge Advocate General Corps**

Responsible for the administration of the Uniform Code of Military Justice and the provision of legal advice and assistance within the Army.



Judge Advocate General, officer.



Judge Advocate General, enlisted.

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**Medical Corps**

The component of the Army Medical Department that sets physical standards, and provides physician services for Arms personnel and their dependents.



Medical Corps, officer.



Medical Corps, enlisted.

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**Medical Service Corps**

The component of the Army Medical Department that provides scientists and specialists in areas allied with medicine, and technicians in the areas of administration, supply, environmental sciences and engineering related to the provision of medical services.



Medical Service Corps, officer.

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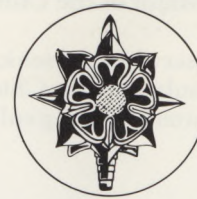
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**Military Intelligence**

Responsible for the collection, analysis, production and dissemination of information on the enemy, and the security of our information.



Military Intelligence, officer.



Military Intelligence, enlisted.

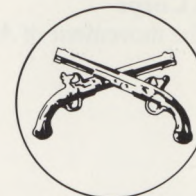
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**Military Police Corps**

Charged with police duties and security responsibilities.



Military Police Corps, officer.



Military Police Corps, enlisted.

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**National Guard Bureau**

A designation for officers serving on the National Guard Bureau Staff.



National Guard Bureau, officer.

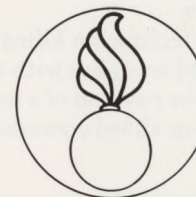
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**Ordnance Corps**

Responsible for logistical management of Army ammunition, weapons, vehicles and missiles.



Ordnance Corps, officer.



Ordnance Corps, enlisted.

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**Quartermaster Corps**

Concerned with procurement, cataloging, inventory, storage distribution, salvage and disposal of supplies.



Quartermaster Corps, officer.



Quartermaster Corps, enlisted.

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**Signal Corps**

Responsible for the overall mission of planning, installing, operating and maintaining the Army's communications systems.



Signal Corps, officer.

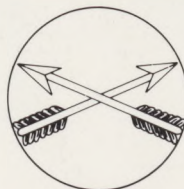


Signal Corps, enlisted.

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**Special Operations/Special Forces**

Special Operations is a designation for those enlisted personnel serving in the special operations (Green Beret) career management field. There is no special insignia for officers serving in Special Forces.



Special Operations/Special Forces

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**Staff Specialist Corps**

A Reserve Component designation for personnel serving on a unit staff. These personnel would most likely change their designation to an Active Component designation upon mobilization.



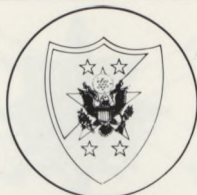
Staff Specialist, ARNG/USAR officer.



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**The Sergeant Major of the United States Army**

This individual serves as the senior enlisted advisor and consultant to the Chief of Staff of the Army on matters affecting enlisted personnel.



**The Sergeant Major of the United States Army.**

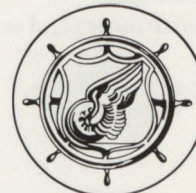
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**Transportation Corps**

Responsible for the movement of Army personnel and supplies.



**Transportation Corps, officer.**



**Transportation Corps, enlisted.**

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**Veterinary Corps**

The component of the Army Medical Department that provides food hygiene, preventive medicine and animal medicine.



**Veterinary Corps, officer.**

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**Warrant Officer**

A highly-skilled technician filling a position above the enlisted level, but with too specialized a scope for the position of a more broadly trained, branch-qualified commissioned officer.



**Warrant Officer.**

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# THE ARMY UNIFORM

## WEAR IT PROPERLY, WEAR IT PROUDLY.

Every Army Reservist will be issued complete uniforms suitable for summer and winter—which may include service, Battle Dress, field, utility and work uniforms appropriate to each individual's assignment, geography, climate, etc. They include everything from combat boots to belt buckles, socks to sweaters, name tags and tapes to bath towels and caps.

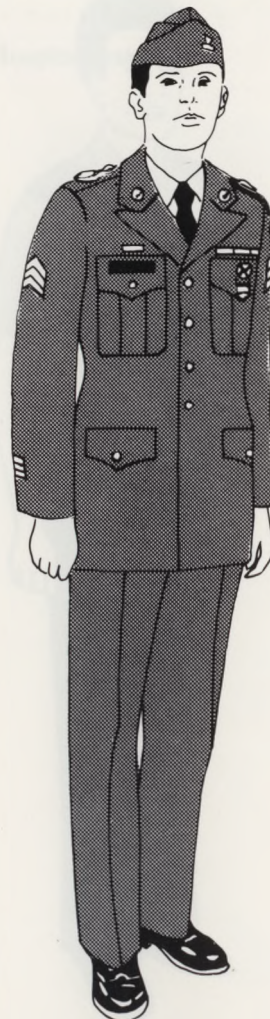
And to help you look your proudest, the Army has a wide range of uniform sizes. Army coats, for example, are available in 70 different sizes. This means that every soldier can present a smart appearance and be comfortable with a minimum of alterations.

The Reservist is expected to keep these uniforms in a clean and pressed condition and in good repair—with brass shined and shoes and boots polished. All military installations offer on-post laundry and cleaning services, and some Reserve units have arrangements with similar facilities for regular uniform laundering, cleaning and maintenance at reasonable prices. Free repairs for work-related rips, tears, etc. can be obtained through your supply sergeant.

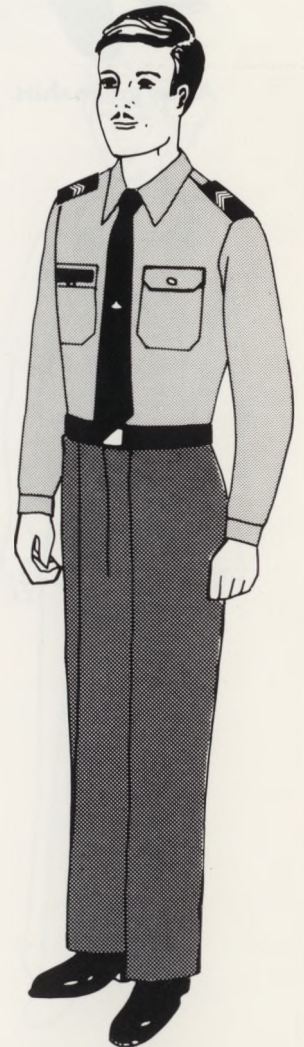
Additional uniform items and insignia can be purchased at reasonable prices at the Post Exchange clothing sales store.

The proper uniform for all occasions will be designated by the commanding officer and communicated to you by the First Sergeant or supervisor.

The following pages will illustrate the correct wearing of the uniform and authorized insignia.

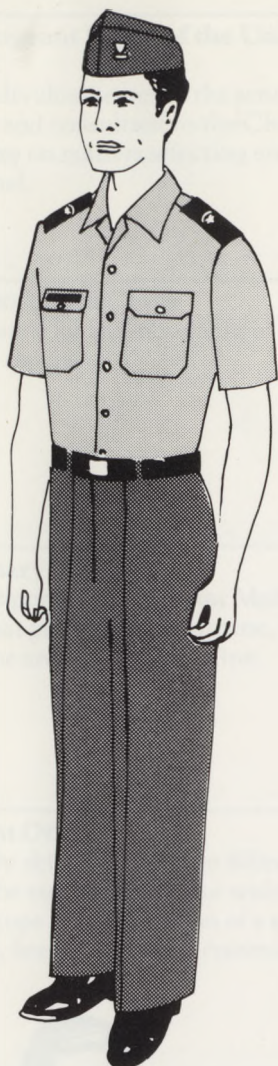


Army green uniform.

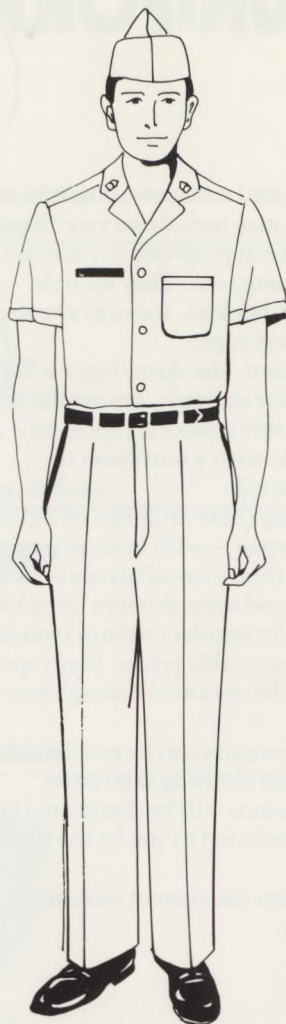


Army green shirt.

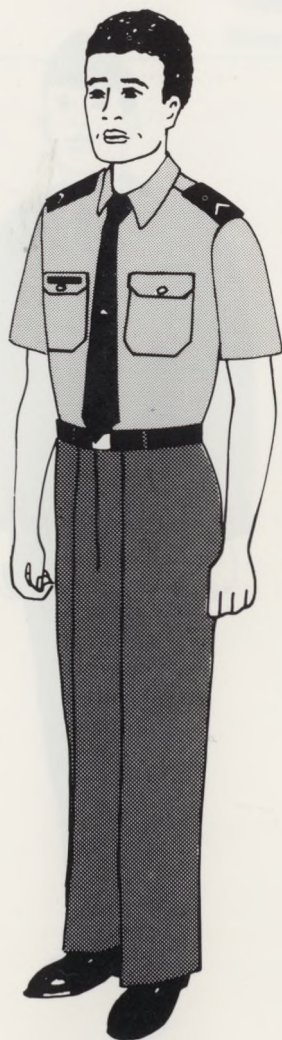




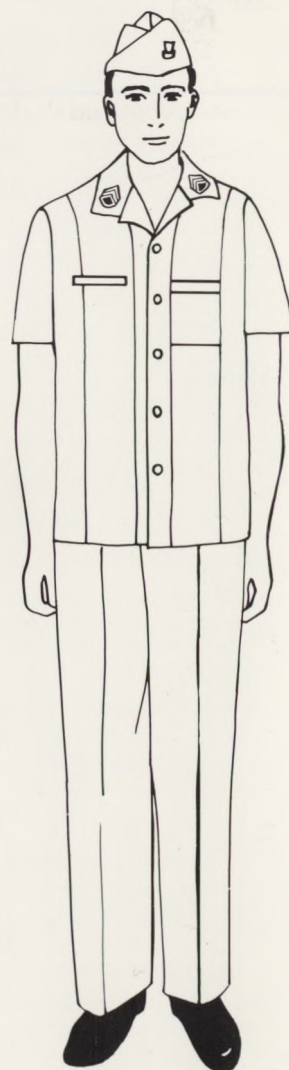
Army green shirt.



Food service uniform.

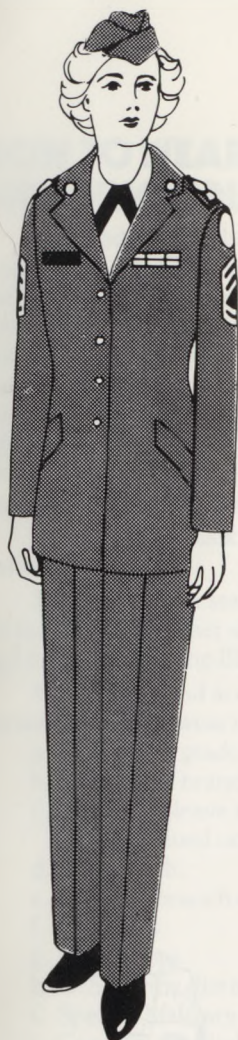


Army green shirt.

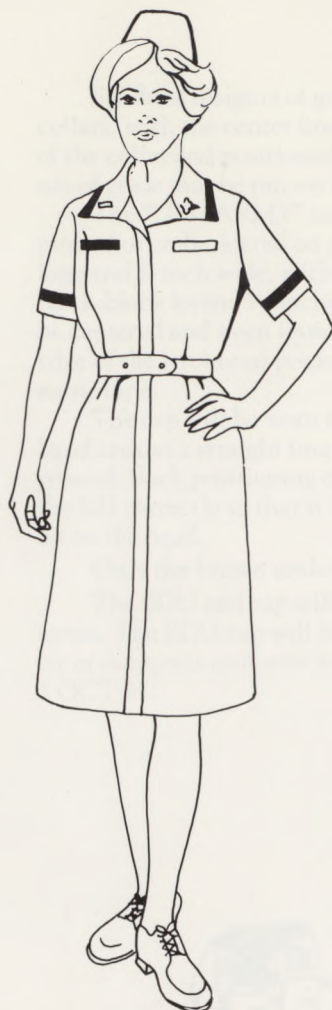


Hospital duty uniform.

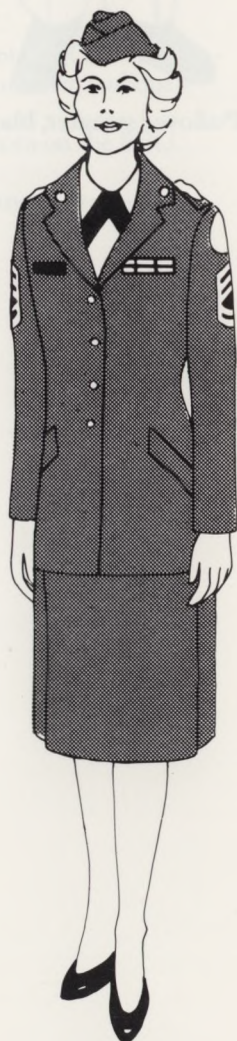




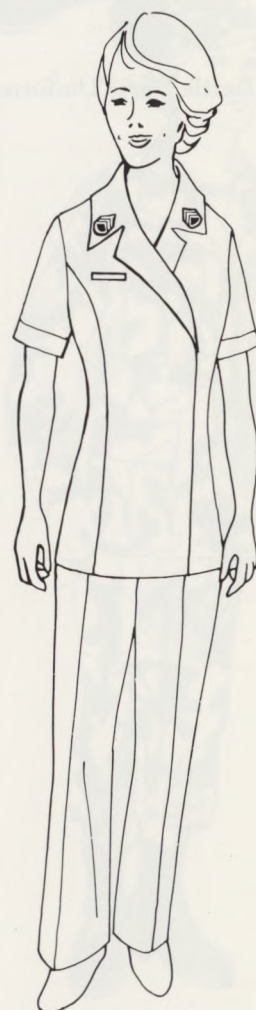
Classic uniform, coat and slacks.



Hospital duty dress.



Classic uniform, coat and skirt.



Hospital duty pantsuit.

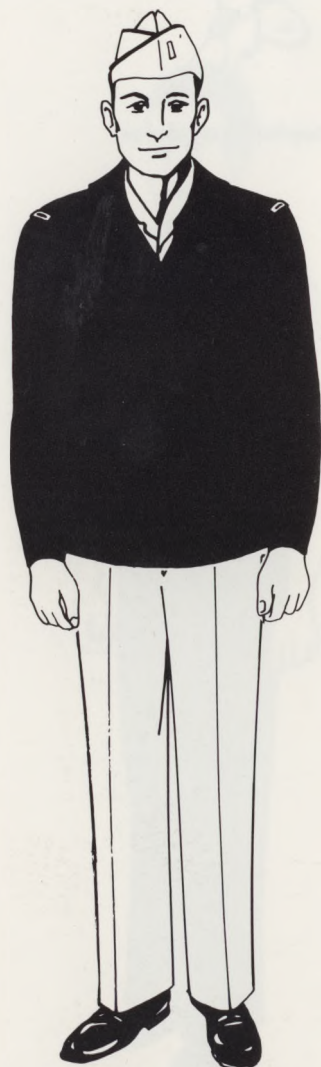




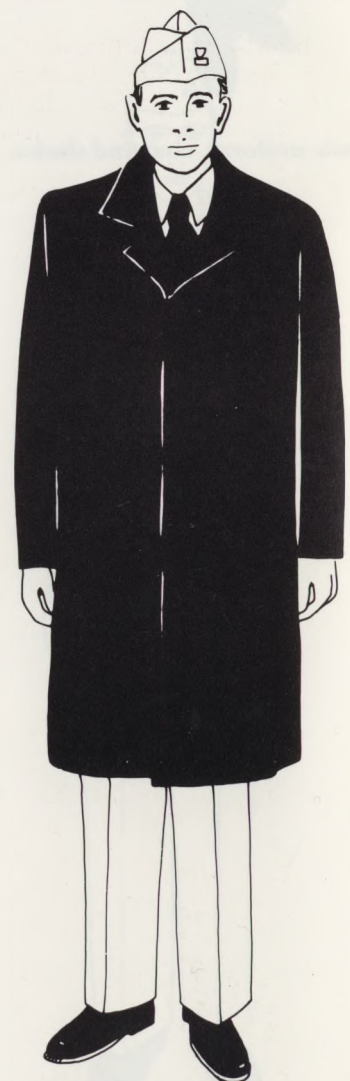
**Battle Dress Uniform.**



**Pullover sweater, black.**



**Windbreaker, black.**



**Army black all-weathercoat.**



## HOW TO WEAR THE BATTLE DRESS UNIFORM (BDU).

1. Headgear. Only insignia of grade will be worn on the camouflage cap. Officers may wear nonsubdued rank on cap if authorized by the major command. Enlisted personnel will wear subdued only. The cap will not be blocked. Skill badges, such as airborne and air assault wings, will not be worn on BDU caps. Colored baseball caps can be worn with BDU only when authorized by local commanders when duties require such caps for safety reasons. This may apply to parachute riggers, search and rescue teams and aircraft and ground crew members. The BDU cap is authorized for wear with Nomex flight uniforms.

2. Footgear. Black combat boots are worn with the uniform.

3. Gloves. The standard Army light-duty work gloves, consisting of black leather shells and OG wool inserts, are authorized for wear with the BDU.

4. Insignia and accessories. Only the below-listed items are authorized for wear on the BDU:

- a. Insignia of grade. Subdued only on uniform.
- b. Insignia of branch. Subdued type (Officers only).
- c. Shoulder sleeve insignia, current and former wartime unit (subdued only).
- d. Ranger tab.
- e. Bib type branch of service scarves or camouflage scarf.
- f. Brassards.
- g. Nametapes.
- h. U.S. Army distinguishing tape.
- i. Special Military Police markings.
- j. Combat, Special Skill, Drill Sergeant and Career Counselor Badge. To be worn only on the uniform (subdued only).
- k. The metallic unit crest will not be worn on the BDU.
- l. Do not sew down pockets on BDU.
- m. Do not starch the BDU (see laundering instructions).

Subdued insignia of grade will be worn centered on both collars, with the center line of the insignia bisecting the points of the collar and positioned 1-inch from the collar point. Insignia of grade may be pin-on or embroidered insignia.

The "U.S. ARMY" tape and the soldier's name tape will be printed or embroidered on a strip of olive green cloth 4½-inches long and 1-inch wide, with the inscription "U.S. ARMY" in black-block letters ¾-inches high. The "U.S. ARMY" tape will be centered and worn immediately above and parallel to the top edge of the left breast pocket, with no space between pocket and name tape.

The cap will be worn straight on the head so that the cap band creates a straight line around the head parallel to the ground. Such positioning of the cap will automatically position the bill correctly so that it does not interfere with vision or ride up on the head.

Only the brown undershirts may be worn with the BDU.

The BDU and cap will replace the utility and durapress uniforms. The BDU cap will be worn only with the BDU. The utility or durapress uniforms will not be authorized for wear after 1 OCT 85.





## HOW TO LAUNDER YOUR 'BATTLE DRESS UNIFORMS'.

### By Machine:

1. Use warm (never hot) water.
2. Use "Wash N'Wear" or "Permapress" cycle.
3. Use a detergent designed for warm or cool water washing.
4. NEVER use chlorine BLEACH!

### In Dryer:

1. Use "Permapress" cycle or low heat setting. The normal heat setting is "TOO HOT."

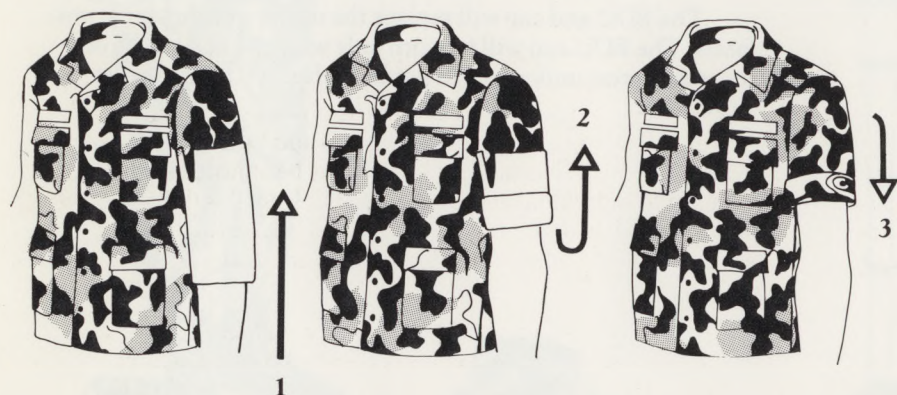
2. Remove items immediately after drying. Do not allow clothes to sit in the dryer; they will wrinkle.

### Things to Remember:

1. Do not use bleach or starch.
2. Do not use hot water in the washer.
3. Do not use the "NORMAL" setting or "HOT" temperatures in the dryer.
4. If a "Home Type" iron must be used to remove wrinkles, use "Synthetic" or "Low" setting.

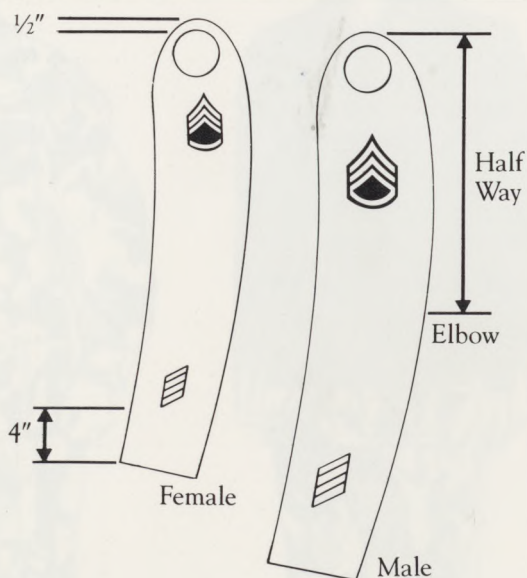
NOTE: If hot water or hot drying temperatures in excess of 130 degrees are used on the "Battle Dress Uniform," they can cause irreversible damage!

## HOW TO ROLL THE SLEEVE.



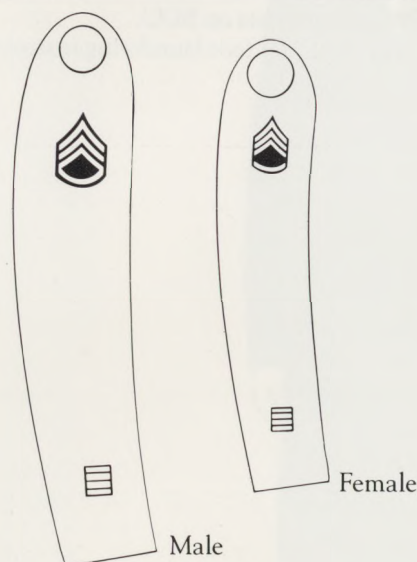
1. The way to roll the sleeve is first to pull the sleeve all the way up to the armpit, so the sleeve is folded over on itself with the inside showing.
2. Next, make two folds upward toward the armpit.
3. Now fold the cuff down over the folds you have just made. The buttons and cuff flap should be showing. This presents a neat cuff with the camouflage pattern covering the rolled up sleeve.

This allows the camouflage pattern to remain exposed at all times and provides quick recovery of the sleeve simply by pulling down on the cuff. Additional information concerning BDUs is contained in AR 670-1, "Wear and Appearance of Army Uniforms and Insignia." A revision to the regulation, currently under way, will contain a section on the BDU.



### Left Sleeve

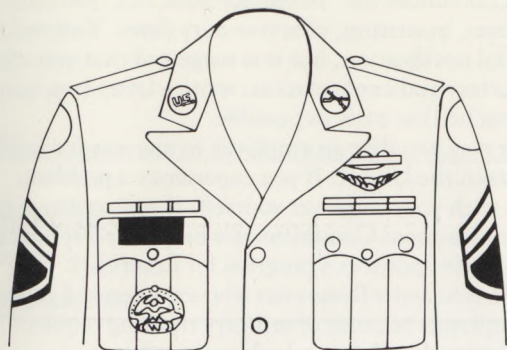
Enlisted personnel sew-on insignia of grade will be positioned on the outer half of each sleeve of the uniform coat, centered between the shoulder seam and the elbow. Full-color shoulder sleeve insignia of an individual's current organization will be worn centered on the left sleeve 1/2-inch below the top of the shoulder seam. The service stripes will be worn centered on the outside bottom half of the left sleeve of the Army green uniform of enlisted personnel. The service stripe is placed at an angle of 45 degrees, with the lower end toward the inside seam of the sleeve and placed 4 inches from the bottom of the sleeve. Additional stripes are authorized for each three years total cumulative service, and will be added above and parallel to the first stripe with 1/16-inch between stripes.



### Right Sleeve

Former wartime organizational shoulder-sleeve insignia will be worn centered 1/2-inch below the top of the shoulder seam. The overseas service bar will be worn centered on the outside bottom half of the sleeve. The lower edge of the overseas bar will be placed 4 inches above and parallel to the bottom of the sleeve for enlisted personnel. Each additional bar is spaced 1/16-inch above and parallel to the first bar.





Male

#### Left Side (Male)

The service ribbons will be worn  $\frac{1}{8}$ -inch above the left breast pocket in as many lines as necessary to fit on the uniform. Marksmanship badges will be worn on either the upper portion of the left breast pocket flap or the lower portion of the left breast pocket flap when also wearing combat and special skills badges on the pocket flap. When one badge is worn, it will be centered above the buttonhole. When two or three badges of any type are worn on the pocket flap, they will be spaced 1-inch apart. Special skill badges are worn on the left side centered and  $\frac{1}{4}$ -inch above the ribbons with additional badges  $\frac{1}{2}$ -inch above the last badge.

#### Right Side

All unit award emblems will be worn on the right side in the order of precedence from the wearer's right to left in lines of not more than three emblems per line, with up to  $\frac{1}{8}$ -inch space between the lines. The nameplate will be worn on the flap of the right breast pocket, centered between the top of the button and the top of the pocket. The metal drill sergeant badge will be centered on the right breast pocket between the bottom of the flap and the bottom of the pocket.

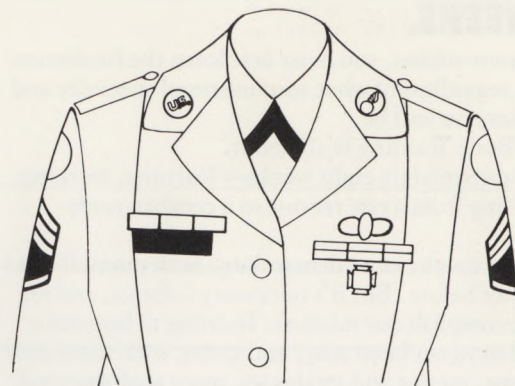
#### Male

The insignia of branch will be worn 1 inch above the notch and centered on the left collar, with the center line of the insignia bisecting the notch and parallel to the inside edge of the collar on the Army green coat.

#### Female

The insignia of branch will be worn 1 inch above the notch and centered on the left collar, with the center line of the insignia bisecting the notch and parallel to the inside edge of the collar on the Army green pantsuit jacket and Army green coat. The insignia on the classic uniform coat will be centered at an equal distance from each edge of the collar, with the center of the insignia parallel to the inside edge of the collar.

All enlisted personnel except basic trainees. The "U.S." insignia will be worn 1 inch above the notch centered on the right collar, with the center line of the insignia bisecting the notch and parallel to the inside edge of the collar on the Army green pantsuit jacket and Army green coat. The "U.S." insignia on the classic uniform will be centered at an equal distance from each edge of the collar, with the center line of the insignia parallel to the inside edge of the collar.



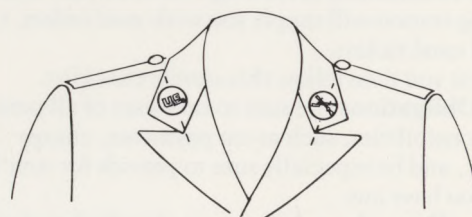
Female

#### Left Side (Female)

The service ribbons will be worn centered on the left side of the uniform coat, with the bottom line positioned parallel to the top edge of the top button of the uniform. Marksmanship badges will be worn centered on the left side of the uniform coat positioned parallel to the top edge of the top button and  $\frac{1}{4}$ -inch below any service ribbons. Placement of badges may be adjusted slightly to conform to individual figure differences. Special skill badges are worn on the left side centered and  $\frac{1}{4}$ -inch above the ribbons, with additional badges  $\frac{1}{2}$ -inch above the last badge.

#### Right Side

All unit award emblems will be worn centered on the right side of the uniform, in the order of precedence, from the wearer's right to left in lines of not more than three emblems per line, with up to  $\frac{1}{8}$ -inch space between the lines, with the bottom edge  $\frac{1}{8}$ -inch space between the lines, with the bottom edge  $\frac{1}{8}$ -inch above the top edge of the nameplate. The nameplate will be worn centered horizontally on the wearer's right side and slightly above the top edge of the top button. The drill sergeant badge will be worn centered on the right side of the uniform, with the top edge of the badge parallel to the top edge of the third button from the top.



Male



Female



# BASIC TRAINING

## CIVILIAN TO SOLDIER IN EIGHT WEEKS.

As a new citizen-soldier, you must first learn the fundamentals of soldiering, regardless of what your eventual specialty and job in the Army Reserve will be.

That's what Basic Training is all about.

You spend approximately eight weeks—learning, working, training and evolving from a raw recruit to a combat-ready soldier.

The training is tough; more demanding, both mentally and physically, than ever before. But it's necessary—for us, and for you, in order to accomplish our mission. Training to become a first-class soldier has never been easy; and today, with more modern military options, tactics and strategies, more sophisticated equipment and technology, and more skills to master, you will be required to learn more, in a shorter period of time, than any soldier ever before.

You'll find Basic Training filled with active hours and lonely ones (guard duty), with subjects that stretch your mind as well as every muscle. It's a more unique combination of teamwork and individual initiative and performance. You'll have ample opportunity not only to learn, but to demonstrate your leadership, and you might even be selected to assist in the conduct of training.

And on that glorious day—just eight weeks away—when you step onto the parade field to pass in review and graduate, you'll have added a new dimension to your entire experience, a new confidence, self-assurance and satisfaction.

You're a soldier. A U.S. Army Reservist. And your officers and NCOs, family and friends, community and country will share in your pride.

## HOW TO PREPARE FOR BASIC TRAINING.

When you receive your assignment to Basic Training, immediately contact and visit your Army Reserve Unit Commander to inform your unit of your departure and to ensure that all necessary processing has been accomplished.

Your unit commander, recruiting NCO, or your entrance and examining station will supply you with your orders, transportation and meal tickets.

We suggest you then follow this simple checklist.

☐ **Personal Obligations.** Be sure to take care of all personal financial responsibilities, such as car payments, charge accounts, etc., and be especially sure to provide for your family members, if you have any.

☐ **Emergency Procedure.** Inform your family that if an emergency occurs, they should contact the nearest American Red Cross chapter. This local chapter and the Army work together to assist you and your family in the event of an emergency, and can even arrange emergency leave if necessary.

☐ **Notify Your Employer.** Although your employer is required by federal law to grant you the time needed for Basic Training, to ensure full protection under the "Reemployment Act" you must notify your employer, in writing, of active duty dates. Your orders will serve as official notification, but it is suggested that you also, as a matter of courtesy and confirmation, write a letter (see sample below, and attached) as early as possible.

No employer may penalize an employee in any way for active duty requirements in the USAR. If you experience a problem, try to work it out with your employer yourself. If you continue to have difficulty, the National Committee for Employer Support of the Guard and Reserve sponsors a program for Reservists. The program's purpose is to assist Reservists who experience a problem with their employers because of military training requirements. The Committee's toll-free telephone number is 800-336-4590.

### Letter to Employer

Date \_\_\_\_\_

Your name \_\_\_\_\_

Your address \_\_\_\_\_  
\_\_\_\_\_

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

This is to inform you that, as a member of the United States Army Reserve, I have received my orders to report for Initial Active Duty Training on \_\_\_\_\_

for a period of \_\_\_\_\_.

Attached please find a copy of my military orders.

Sincerely yours,

\_\_\_\_\_  
(Your signature)



☐ **Have Your Liaison Office Phone Number.** Be sure that you are able to contact your Reception Center Army Reserve Liaison Officer or NCO in the event of delayed arrival.

Every major Army installation has an Army Reserve Liaison Office that you can contact regarding any problem.

You will ordinarily travel to your Basic Training Reception Center by air and/or bus and can complete the trip in one day. If there is a delay, get a statement from the ticket agent stating the reason. If you are delayed more than 24 hours, call the USAR Liaison NCO at your destination. A list of Liaison Office telephone numbers appears below:

RECEPTION BATTALION		USAR LIAISON OFFICE
Ft Dix	autovon*	944-6253
	commercial	(609) 562-6253
Ft Benning	autovon	784-4213/3350
	commercial	(404) 544-4213/1915
Ft Jackson	autovon	734-7363/6718
	commercial	(803) 751-7363/6918
Ft Knox	autovon	464-2654
	commercial	(502) 624-2654
Ft Leonard Wood	autovon	581-8814
	commercial	(314) 368-8814
Ft Sill	autovon	639-5203
	commercial	(405) 351-5203
Ft Bliss	autovon	978-2504
	commercial	(915) 568-2504
Ft Polk	autovon	863-5343/5514/5207
	commercial	(318) 535-5343/5514/5207
Ft Ord	autovon	929-4417/5609
	commercial	(408) 242-4417/5609
Ft Gordon	autovon	780-6385
	commercial	(404) 791-6385
Ft Riley	autovon	856-6496
	commercial	(913) 239-6496
Ft Carson	autovon	691-4732/5254
	commercial	(303) 579-4732/5254
Ft Hood	autovon	737-6300
	commercial	(817) 287-6300
Ft Lewis	autovon	357-3135
	commercial	(206) 967-3135
Ft Bragg	autovon	236-7238
	commercial	(919) 396-2118
Ft McClellan	autovon	865-3327
	commercial	(205) 238-3327
Ft Sam Houston	autovon	471-2022
	commercial	(512) 221-2022

\* AUTOVON is the name of a special military-installed telephone network.

## WHEN YOU DEPART FOR BASIC TRAINING, TAKE ALONG:

☐ **Your Orders.** Be sure to have all copies of orders and documents issued by your USAR unit and/or entrance and examining station. These orders must be delivered by you and by hand.

☐ **Clothing.** If you haven't been issued your military uniforms, bring a 3-day supply of casual, comfortable civilian clothing (including comfortable shoes) to wear until your uniforms are issued. During training, civilian clothing is worn only during leisure hours so, since storage space is limited, take the minimum clothing required. Luggage should be limited to one small suitcase or duffel bag.

☐ **Travel and Meal Tickets.** These should be obtained from your unit commander, recruiting NCO, or entrance and examining station, if not included with your orders.

☐ **Documents.** Bring copies (not the originals) of your Marriage Certificate (if married), Divorce Decree (if divorced), and Birth Certificates of all children under 18.

☐ **Money.** Twenty-five to fifty dollars should be sufficient to cover the cost of personal items and entertainment. It is also a good idea to use Traveler's Checks or Money Orders. Personal checks are not recommended, because of limited check cashing facilities.

☐ **Social Security Card.** Be sure to have this card with you. If you have a Driver's License, it's a good idea to have this with you as well.

☐ **Toilet Articles.** Although you will be provided with funds at the Reception Center sufficient to purchase the toilet articles you need at the PX, it would be wise to include a minimum of those required articles. (Toothbrush, shaving equipment, etc., sufficient for 3 days.)

☐ **Eyeglasses and Contact Lenses.** If you wear eyeglasses or contact lenses, bring a copy of your current prescription to Basic Training. You will be issued military glasses and the appropriate insert for your protective mask. You will not be able to wear contact lenses or glasses while training with the protective mask, and training is generally not compatible with the proper maintenance and wear of contact lenses.

## WHEN TRAVELING.

On your way to Basic Training, don't hesitate to ask airport, train or bus personnel for assistance. They can direct you to where you want to go, which can help you have a smooth trip.

If your departure is delayed, you should know that there are USO centers at some of the larger air terminals.

## DO NOT BRING TO BASIC TRAINING:

PETS

WEAPONS

PRIVATELY OWNED VEHICLES

DRUGS (Unless prescribed by a physician, including birth-control pills. If drugs have been prescribed, bring a letter from your doctor.)

EXCESSIVE CASH AND VALUABLES such as jewelry, expensive watches, etc., including radios, tape players, cameras, etc., because it is hard to safeguard them from loss.



# LETTER TO EMPLOYER

Date \_\_\_\_\_

Your name \_\_\_\_\_

Your address \_\_\_\_\_

\_\_\_\_\_

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_:

This is to inform you that, as a member of the United States Army Reserve, I have received my orders to report for Initial Active Duty Training on \_\_\_\_\_ for a period of \_\_\_\_\_.

Attached please find a copy of my military orders.

Sincerely yours,

\_\_\_\_\_  
(Your signature)



## FOR WOMEN ONLY.

☐ Additional items women might need or desire to bring to basic training are:

- One pair of comfortable walking shoes or sturdy tennis shoes.
- Lingerie, panties (cotton recommended), bras, neutral-shade nylons or pantyhose, and one full slip to be worn during uniform fitting.
- Warm jacket or coat and long underwear (during October through April).
- Sweater (May through September).
- Essential toilet articles, cosmetics and sanitary supplies.
- Pajamas or nightgown and robe.
- Two washcloths and towels.
- Shower shoes and shower cap.
- Cosmetics case, or case in which personal items can be locked.

## MORE SUGGESTIONS FOR THE FEMALE RESERVIST.

☐ **Hair Styles.** Certain hairstyles are not considered appropriate when in uniform. They include: the ponytail, extreme bouffant styles that cause the hat to ride too high above the head, exotic upsweep hair-do's, the cork-screw or "corn row" styles. Afro hair styles may be worn if they are moderate and permit proper wearing of the hat.

Hair may be long, but it must be styled while in uniform so that it does not extend below the bottom edge of the collar. Hair styles that are too short or masculine in appearance are also discouraged. During training, whenever the protective (gas) mask must be worn, long hair must be pulled back at the nape of the neck and tied. Hair pins and wigs should not be worn during training involving the mask, as they make it difficult to obtain an adequate seal against the training gas.

Before Basic Training is over, the female Reservist will appreciate having selected a hair style that is easy to shampoo and style.

☐ **Clothing and Jewelry.**

- Do not mix items of civilian clothing with your uniform and vice versa.
- You may wear some quarter-inch or less spherical earrings with service, dress, mess and maternity uniforms. Earrings are not to be worn with utility uniforms to include the Battle Dress Uniform.
- Do not wear your uniform skirt more than 1 inch above or 2 inches below the middle of the knee.
- Be sure that you are in good physical condition when you report to Basic Training.

## THE RECEPTION BATTALION: ADJUSTING TO MILITARY LIFE.

The reception battalion will probably be your first encounter with military life. You will eat in an Army dining facility and sleep in an Army barracks with other trainees. You will be subject to work details, and will receive some of the military fundamentals, such as proper wearing of the uniform; whom, when, where and how to salute; and marching.

Your stay at the reception battalion will be brief, probably only about three days. With so many people coming and going, the phrase "hurry up and wait" probably originated at a reception battalion. But if you maintain a positive attitude, processing won't seem so long and confusing and should run smoothly.

**Though your time at the reception battalion is brief, it is important.** Your military records are established here. You are provided with information about benefits to which you and your family are entitled. You receive tests which will affect your opportunities during Active and Reserve service. And personal interviews during which you can let your desires and qualifications be known.

You will proceed from stage of processing to another as a group, but you will be treated and processed as an individual. You may ask questions, and discuss any problems with reception battalion personnel. Their job, and the job of the reception battalion is to *help make the transition from civilian to soldier and prepare for Basic Training.*

A group of new soldiers is composed of individuals from many walks of life and social backgrounds. Some adjust to military life easily, while others may need help—yours or someone else's. Be ready to assist others if you can. It's the beginning of a mutual dependence upon which much of military life is based.

## YOUR RECEPTION BATTALION PROCESSING WILL INCLUDE:

- Clothing issue and alteration
- Haircut (male personnel)
- Records processing
- Identification card issue
- General orientation, including:
  - Chaplain activities
  - Red Cross functions
  - Uniform Code of Military Justice
  - Processing company policies
  - Personal affairs
- Eye and dental checks
- Partial pay issue
- Testing
- Classification interview
- Personal affairs interview
- Career counseling
- Identification tags issue
- Immunizations
- Shipment to Basic Training company



## THE EIGHT-WEEKS CHALLENGE.

After your reception battalion processing, you will proceed, with other members of your Basic Training unit, to your training base, with your mind free to concentrate on nothing but the challenge of learning and soldiering.

New subjects, methods of instruction, and the "GO/NO GO" performance testing system insure that you learn your basic skills completely. If you get a "NO GO" on a performance test, you will be required to repeat that training.

But remember, you won't be asked to do anything that you cannot do. It's just as tough for your buddies as it is for you.

Typically, Basic Training will take the citizen-soldier eight weeks.

### Week 1

The first training week is largely devoted to adjusting to basics and getting in shape. You'll do various types of exercises and plenty of running. It's called PT (Physical Training), but you may call it something else.

You'll start on the manual of arms with your new-found buddy—your rifle. This is called Army Drill (AD).

You'll find out what guard duty is all about—including the composition, purpose, and duties of a guard and the meaning of Special and General Orders.

You may start on your Basic Rifle Marksmanship Course (BRMC) and learn the function and nomenclature of your rifle—how to assemble, disassemble, clean and adjust sight.

You'll learn to prepare for, and have, your first barracks inspection. (Your first inspection may not be good enough—but you'll get better!)

### Week 2

More PT. New exercises, wind sprints and running. You're introduced to the bayonet and basic bayonet movements.

You will be completely indoctrinated into the care and use of your basic weapon—the M-16 rifle.

Manual of arms training is emphasized. You are introduced to the various firing positions, range procedure, coaching, steady hold factors and use of score cards.

Your second week ends with preparation for inspection of your troop formation.

### Week 3

The third training week is devoted almost entirely to rifle marksmanship. You'll practice firing from all positions, rapid reloading, rapid fire, moving with a loaded weapon, sight adjustment, firing at surprise targets, and aiming point.

You'll also get in some practical PT. You'll be paired off in simulated hand-to-hand combat, and gas drill.

Another inspection comes up, too, conducted in ranks with and without weapons.

### Week 4

M-16 qualification. If you've learned well, you might earn a Sharpshooter or even Expert badge. Here's where all your practice pays off.

You'll make tactical daylight marches... learn security and dispersion discipline... practice guerrilla exercises... pair off in simulated hand-to-hand combat. You'll do more running, wind sprints and pull-ups.

Then, the weekly inspection—in ranks, with weapons.

### Week 5

You've made it more than half-way!

This training week, you do what you used to call camping. In the Army, it's called bivouac. You live in tents and do your soldiering in the field. You learn basic first aid, camouflage, how to take cover and set up defensive positions, and continue to work with your M-16, including night firing.

Even in the field, you can't completely escape PT, bayonet drills and hand-to-hand combat training.

Inspection of your living area and weapon this week is tough and exacting. But so are you.

### Week 6-7

Now the training intensifies, and the pace quickens, as you prepare for your final proficiency testing.

Night training includes a tactical march, and possibly an infiltration course. You'll learn about other weapons—machine guns, grenade launchers and mines. Map and compass reading. How to judge terrain, distance and direction.

PT now is a general review of physical contact exercises. In fact, you review everything you've learned in the past weeks, and you'll be amazed at how natural it's become.

This week's inspection consists of a display of field gear, a check of foot and wall lockers, in-ranks with weapons and barracks inspection.

### Week 8

This is it! You're not struggling through your push-ups and sit-ups any more. You prove it when you're tested. All of your training has been directed toward this week—and it pays off in all of your proficiency tests.

Then comes the big day when you put on your dress uniform and step onto the parade field for graduation. It's a proud occasion—you've made it!



## WHAT YOU WILL LEARN IN BASIC TRAINING.

The foregoing material gives you some idea of what's in store in Basic Training. But now let's review exactly how you'll spend those important weeks—what you'll learn, and the time\* devoted to each subject.

It all adds up to the most complete, intensive, challenging and comprehensive military skills Basic Training in the world.

Yet even during the demanding weeks of basic, you'll still have some time for PX shopping, writing letters home, on-post sports and entertainment, and even shooting the breeze into the night after a day spent in a variety of activities.

And as you pass in review, you also pass into a new phase of your life. You are now a full-fledged citizen-soldier in the U.S. Army Reserve—and ready to enter Advanced Training for the skill specialty that will be your service job, and could become a rewarding lifetime career.

\*Latest information available but subject to change.

TOPIC	HOURS
<b>FUNDAMENTALS OF A SOLDIER:</b>	
Inspections .....	14
Drill & Ceremonies .....	21
Role of the Army .....	1
Soldier's Responsibilities .....	1
Uniform Wear & Identification .....	1
Military Courtesy & Customs .....	4
Chaplain's Hour .....	1
Guard Duty .....	3
Code of Conduct .....	1
Geneva, Hague Conventions .....	1½
Military Justice .....	2
Race Relations .....	4
Alcohol & Drug Abuse .....	2
Venereal Disease .....	1
<b>WEAPONS TRAINING:</b>	
Hand Grenades .....	5
Basic Rifle Marksmanship (M-16) .....	72
Familiarization with U.S. Weapons .....	1
Machine Gun (M-60) .....	6
<b>PHYSICAL TRAINING:</b>	
Physical Fitness .....	33
Confidence Course .....	4
<b>COMBAT SKILLS AND TECHNIQUES:</b>	
Individual Tactical Techniques .....	8
Fire & Maneuver Course (Day) .....	6
Day & Night Combat Course .....	6
First Aid .....	8
Field Hygiene & Sanitation .....	1
Individual Protective Measures for Chemical Biological Defense .....	2
Terrain Association Exercise (Nights) .....	4
Marches & Bivouacs .....	20
<b>ADMINISTRATIVE TIME:</b>	
Commander's Time .....	16
Uniform Fitting .....	2
Commander's Orientation .....	1
Immunizations .....	3
Climate Orientation .....	1
Out-processing .....	3
Equipment Turn-in .....	3
National Holiday/Guard & Detail Unit .....	24
Payday Activities .....	4
<b>TESTING:</b>	
Reinforcement Training & Review .....	10
Mid-cycle Diagnostic Tests .....	4
End-of-cycle Test .....	6



# ADVANCED TRAINING

## A FULL-TIME START ON YOUR PART-TIME (OR LIFETIME) CAREER.

In Basic Training, you learn the fundamental skills of "soldiering."

In AIT—Advanced Individual Training—you will learn the specialized skills that will earn you a Military Occupational Specialty (MOS). This is the Army designation for your particular job assignment—one you selected prior to enlistment—and it is based upon your qualifications, aptitudes, preference, and your unit's needs.

The Army has about 350 of these MOSs—from Aircraft Electrician to X-Ray Technician, each identified in records and everyday talk by an alpha-numeric code. If you're learning to be a Clerk-Typist, you'll attend the 71L AIT course; a Camera Repairman, 41E. There's an Advanced Individual Training program for almost every Army MOS—and more than half of Army Military Occupational Specialties have direct counterparts in civilian job markets to help you advance in your present position, or land a new job when you head home.

Most AIT programs last 8 to 12 weeks. Some training may take longer, depending on your chosen specialty. Whatever your skill specialty, you'll learn from top instructors in an Active Military Installation in a combination of classroom, laboratory and practical "hands-on" training. You'll be using and learning the latest "state-of-the-art" techniques and most modern and sophisticated equipment.

Army schools are located all across the country, so chances are you'll have the opportunity to travel.

- You might learn a health care specialty in San Antonio, Texas.
- Specialize in Military Intelligence in a school in Arizona.
- Study Communications in Augusta, Georgia.
- Attend the Army Language School in Monterey, California.
- Or study at the Engineer School near Washington, D.C.

But regardless of where or for how long you take your AIT, you will graduate with full confidence that you are ready and able to assume your duties and responsibilities in your Army Reserve unit—with a skill that is yours for life!

## WHAT TO TAKE TO AIT.

By the time you're ready for AIT, having just completed your Basic Training, you'll have a pretty good idea of what you'll need.

Because the typical Reservist is at AIT for a period of time longer than basic, and because by this time you're considered to be a mature and responsible soldier, you are usually allowed a greater latitude regarding personal possessions; radio, tape player, camera, etc.

Also, you'll be allowed to wear civilian clothing during off-duty hours, so you may desire some dress clothing, for church attendance and evenings out. Be sure your civilian clothes suit the climate.

All of the on-post privileges (PX, Commissary, Theatre, Clubs, Recreational Facilities) provided for Active Army personnel are available to the Reservist and family, so most of your personal needs can be purchased on-post at low prices.

## ARMY RESERVE BASIC AND ADVANCED TRAINING: A FEW FINAL WORDS.

### Your Drill Sergeant.

No discussion of Basic Training can be complete without a word about your Drill Sergeant, perhaps the most important individual in the successful completion of your Basic Training. More than any other individual, the Drill Sergeant has the job of turning a civilian into a soldier. Chances are you will get to know each other very well before your basic is completed.

Your Drill Sergeant will actually conduct much of your training, and will organize and oversee the rest of it for you. How well you are trained will be almost as much a result of his or her dedication and ability as yours.

Most Drill Sergeants are volunteers—and because it's one of the most respected jobs in the Army, the competition is tough. Strong motivation, outstanding leadership ability, and professional military experience are the primary requirements. Everything your Drill Sergeant expects you to do—he's done himself, time and time again.

Your Drill Sergeants will also understand your problems (whatever they are, it's almost a sure bet they've been handled before), and are wise and ready counselors. Much of their motivation comes from the satisfaction of helping you successfully adjust to Army life. So feel free to see your Drill Sergeants whenever you need advice or assistance. If they can't provide direct help, you can be sure that you will be directed to someone who can.

From your first day of basic, your Drill Sergeants will demand your respect. And before you're through, you'll agree that they've earned it.

### AIT Assignments.

On rare occasions, a trainee might not receive his or her Advanced Training orders upon completion of Basic Training—or does not receive the training requested by the Reservist and/or Reserve unit. To resolve this problem, you must know what MOS skill (or alternate) you have been assigned by your unit. In the event you are not scheduled for training in the MOSs you requested and for which you were recommended, you should contact your Army Reserve Liaison NCO, through your Drill Sergeant, to request assistance.

### Mail.

Mail call is held regularly in all companies, including Basic Training units. During training, you will be notified of the mailing address and will have an opportunity to telephone or write your families and friends.

### Passes and Leaves.

In most cases, there will be no leaves during training. Leaves are granted only in cases of emergency. There are no passes during the processing period. Passes are a privilege which the trainee must earn. After the third week of training, trainees normally earn on-post passes which permit them to leave the company area for a specific number of hours. Off-post passes are granted only on special occasions. Individuals entering training during December will be authorized two weeks leave for Christmas and New Year's holidays.



### **Civilian Clothing.**

During the training period, there are limited opportunities for wearing civilian clothing. After uniforms are issued, civilian clothing is worn only during leisure time. Because storage space is very limited, care should be taken in selecting only those items that are essential. If uniforms have been issued, your unit will instruct you as to what military clothing to take with you to training.

### **Church Services.**

Protestant, Catholic and Jewish services are held at the post chapel. Trainees of other faiths make arrangements with their company officers to attend services on- or off-post. Chaplains are available for individual counseling.

### **Recreational Facilities.**

Service Clubs, with trained recreation services staffs to supervise all activities and events, are located on the post. The facilities include game rooms, music rooms, TV rooms, kitchens, lounges and a snack bar. Also usually available are libraries, theatre, swimming pool, bowling lanes and tennis courts. During Basic Training, you will have limited time to enjoy these services.

### **Post Exchange.**

Wherever you are located during training, there will be a Post Exchange not far from your area. During Basic Training, a trainee will have an opportunity to visit the PX to purchase items required (but not issued by the Army), and any other personal items that may be needed.

### **Finances.**

Basic Trainees are normally paid a small sum at the Reception Station, and paid salary due on the last day of the month. However, new trainees should consider bringing a small amount of money (\$25 to \$50) to cover the cost of any personal needs or problems that might arise while traveling.

### **Dependents and Visitors.**

With the exception of parents, spouse, or immediate family, guests are discouraged during training. Particularly during Basic, the trainee is kept rather busy and is not in a position to entertain. Relatives and friends are invited and urged, however, to attend graduation ceremonies.

Because of the extended length of some AIT courses, some Reservists' spouses join them or visit on weekends. On these occasions, the Reservist's family's on-post privileges are described in your Benefits booklet.

### **Dependent Benefits.**

For the period of time that you are on Active Duty, your dependents are eligible for medical care through military facilities as well as the use of military PX, commissary and recreational facilities. (see Benefits booklet.) Upon arrival at your training station, you may request that DD Form 1173 be prepared in accordance with AR 101-5, so that your dependents will receive appropriate Identification Cards.

## **HEADED HOME! BACK TO CIVILIAN LIFE.**

When you have completed your Initial Active Duty Training (Basic Training, Advanced Individual Training and One-Station Unit Training), you'll be a full-fledged United States Reserve citizen-soldier.

... physically fit, mentally alert and proficient in your military skills

... fully trained, qualified and graduated in your occupational specialty

... ready to return to your civilian life and job and position in your Army Reserve unit.

Your Active Duty outprocessing will include a final physical examination, a complete record check, remittance of pay and allowances due and, finally, release from Active Duty.

Upon your return home, your first obligation is to check in with your Reserve unit. Your next is to resume your place as a respected and productive member of civilian society.

You'll find that during the time you've been on Active Duty, you've earned and learned more than Army pay and benefits, more than military skills, more than skill specialty training. You're headed home with a new kind of self-confidence and pride.

Congratulations... and welcome to the United States Army Reserve.



Contact your assigned Reserve unit now and immediately upon your return from training.

Name \_\_\_\_\_

Unit \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_





BE ALL YOU CAN BE.  
**ARMY RESERVE.**

